



November 28, 2014

IOWA BULLETIN NO. IA230-15-2

SUBJECT: EOP –TWO SPECIAL EMPHASIS PROGRAM MANAGER OPPORTUNITIES

ACTION REQUIRED BY: DECEMBER 15, 2014

PURPOSE. To solicit applicants for two Special Emphasis Program Managers' Positions.

EXPIRATION DATE. September 30, 2016

An opportunity is available for you to become an Iowa Special Emphasis Manager (SEPM). Both the Gay, Lesbian, Bisexual and Transgender (GLBT) and the American Indian/Alaskan Native (AIAN) positions are available. This is a 3-5 year appointment.

This is an excellent opportunity:

- To participate in Natural Resources Conservation Service's support for diversity.
- To work with a statewide committee.
- To network new contacts.
- To become visible to upper management.
- Prepare yourself for career advancement.
- Gain multi-state experience.
- To learn new skills:
 - how to prepare a business plan
 - learn Civil Rights policies
 - develop your speaking/presentation skills
 - develop your writing skills.

Who can apply?

- All permanent NRCS employees are eligible to apply, regardless of grade level.
- Your supervisors must concur with nominations and agree to support the employee by granting up to twenty percent of their time for SEPM travel and work activities.
- SEPM's are not limited to those who are ethnically or culturally linked to a specific group.

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How do you apply?

- Complete the attached application.
- Obtain concurrence from your first and second level supervisors.
- Forward the completed application to Chris Knudsen, Human Resource Manager, in the Iowa State Office.
- Application deadline is close of business on December 15, 2014, don't delay.

Any questions may be directed to Mr. Knudsen at 515-323-2258 or
Christopher.knudsen@ia.usda.gov.

Martin Collins, acting

Jay T. Mar
State Conservationist

Attachment